

MID-ATLANTIC REGION OFFICIAL MAIL BULLETIN

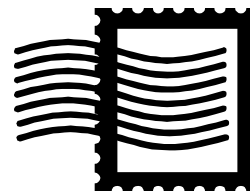
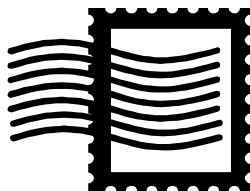
ISSUE # 29

NOV 2001



This bulletin is published by Regional Navy Mail Center, Fleet Industrial Supply Center, Norfolk VA. It is intended as a means to provide pertinent information about policies and procedures for preparing and distributing Official Mail & Material. Any questions concerning the information in this publication can be directed to Steve Murray, Director Of Postal Operations.

COMM: (757) 444-7203/7437 Ext 13 FAX: (757) 444-9796 E-mail: steve_j_murray@nor.fisc.navy.mil



Note From the Director

Since the last bulletin in August, many changes have occurred within DOD and the civilian community. The U.S. Postal Service and other carriers have come under increasing pressure due to the transmittal of anthrax via the U.S. Postal System. Trying to assess the risk both to RNMC employees and our customers has proven difficult. We have all been overwhelmed by the amount of information distributed and are probably somewhat confused as to what to do. RNMC is working hard to screen all mail passing through our system to insure it as safe as possible when delivered to you.

RNMC wants to wish everyone a most happy holiday season, and we look forward to working with you during the upcoming year.

Mail Safety and Security

RNMC has posted on the web site a training guide dealing with the identification of suspicious mail and some procedures on how to handle. We also have available a 7 minute video produced by the USPS dealing with biological threats and the U.S. mail. Commands may request to check out a copy of the video for showing in house.

Restrictions on Mail

The threat of anthrax being carried through the U.S. Mail or other carriers has caused the restriction and/or delay of material in many areas. Washington D.C and the National Capital Region cancelled the delivery of all U.S. mail to DOD mailrooms and centers on 23 October 2001. Fedex, UPS and other third party carriers delivery to the Pentagon, Navy Yard and Anacostia Annex are also currently restricted. When the delivery of U.S. mail will resume to Capital region DOD activities is unknown at this date.

Mail addressed to "Any sailor", "Roosevelt crew members" or in any fashion that does not include the specific name of an individual stationed aboard the ship or station will not be delivered. Wife's clubs and ship's support groups should not attempt to send holiday care packages unless addressed specifically to a member of the crew or squadron.

Some Mailing Tips:

- *Type the address when ever possible. Hand printing, if not done evenly and precise is a point mail handlers look for. Be especially careful of allowing small children to address cards and letters to deployed family members.
- *Insure the address is complete and accurate.
- *Do not forget the return address.
- *Do not put excessive stamps on a letter or package.
- *Do not mail an item from a different place than the return address. Return address and the town where the mail piece is postmarked should match.
- *Do not put excessive tape on letters or cards.
- *Do not write such things as "rush", "personal", "confidential", "open immediately", etc. on the outside of the envelope or package.
- *Do not leave batteries in gifts when mailing.
- *Do not use dirty or soiled brown wrapping paper on packages.

These mailing tips will go a long way to insure your mail is delivered as soon as possible and that both the recipient and those handling the mail are confident that the mail is safe.

Mail Center Security

RNMC is strictly enforcing the requirement that all personnel who pick-up or drop-off mail produce their government ID card along with their DD285 at all times when doing business with the RNMC or the U.S. Post Office.

RNMC restricts all non-employees from entry to any of our spaces without an escort.

Command Responsibility

Insure that all incoming and outgoing mail is under the control of designated mail orderlies at all times.

Restrict entry to mail rooms.

Review command policy on the receipt of personal mail by both military and civilian employees.

Protective Gear

At this time there is no mandatory requirement for personnel to wear protective gear when handling mail. RNMC Mail Security and Safety Guide lists OSHA and CDC recommended gloves and respirators if individuals wish to use them. It needs to be noted that any use of the recommended respirator requires coordination with the safety office at your installation.

RNMC Luncheon

We had an outstanding turnout for the October luncheon. Hopefully this was not a one-time event caused by all the mail concerns. We awarded our first Regional Official Mail Manager of the Quarter to Ms Barbara Wilson from NCTAMSLANT. The next luncheon will be on Wednesday, 30 January at the Longbranch Steakhouse. Hope to see you all there.

Fleet Postal

Some new things will be happening by the time this bulletin is published. On 23 November 2001, an agreement was signed between RADM Soderberg, CLF Supply Logistics, and CAPT Kowba, Commanding Officer, FISC, Norfolk to transfer the CLF Fleet Postal Advisory and Assistance functions under the Regional Navy Mail Center. Effective 17 December, 2001, PCCS Jeff Gibbs and PCC Robbin Santos, currently the Fleet Assistance team will officially become part of the Regional Navy Mail Center family. The CLF Postal officer, PCCM Rick Buchart will remain as part of the CLF staff and will have functional responsibility for the program. PCCM Buchart will be issuing an official message the week of 10 December notifying everyone of the transfer. These changes were deemed necessary to allow for improving assistance and training to all Atlantic Fleet units, and develop some much needed new programs and services.

PCCS Gibbs will be located at the Regional Navy Mail Center main office located at 9225 3rd Ave, bldg U132. PCCS Gibbs new phone number will be 444-7203/7437 Ext 12, cell phone 544-1404, Fax number 444-9796. Regional Navy Mail Center message address is: FISC NORFOLK VA//308//. PCCS Gibbs' new E-mail address will be published as soon as possible. You may continue to reach PCCS at his current CLF e-mail address until further notice.

PCC Robbin Santos will be located at the Regional Navy Mail Center Branch office located in Bldg W313. PCC Santos will remain at this site until renovations at U132 are completed and all Naval Station Postal functions are moved. PCC Santos can be reached at 445-7888/1925, fax number 445-4263. An e-mail address for PCC Santos will be published as soon as possible.

Regional Navy Mail Center looks forward to serving the fleet. It is believed that the new core of senior postal personnel will provide additional expertise and the ability to serve you in ways not previously available. The staff of the Regional Navy Center includes:

GS-12 Steve Murray, Director Postal OPS
GS-11 Tony Eyzaguirre, Deputy Director
PCCS Jeff Gibbs, Senior Advisor/LCPO
PCC Robbin Santos, Postal Advisor
PCC William Myles, Postal Advisor

Unauthorized Mail

We have had several incidents of activities attempting to mail unauthorized material during the last month. Although it is the holiday season, the mailing of invitations to holiday parties are not authorized. Social events, even though command sponsored, are not eligible to be mailed using appropriated funds postage. RNMC will be returning any such mail to the originator for proper disposition.

Departures/Arrivals

On 21 December we will be saying good by to PCC Charles Lilly. Chief Lilly has been the Leading Chief Petty Officer and Supervisor of all fleet services for the last 3 years. He also has served as the Deputy Director of Postal Operations for a large part of his tour. RNMC will miss his expertise and professionalism and we hate to see him go. However, as with all of us, especially our military members, we move on and we wish Chief Lilly all the best in his new job aboard the USS Enterprise.

We are also welcoming aboard PCCS Jeff Gibbs and PCC Robbin Santos this month. Senior Chief Gibbs and Chief Santos come to the RNMC as part of the consolidation of fleet postal functions between FISC and CLF. Senior Chief Gibbs will be the division Leading Chief and be responsible for setting up some new programs to benefit the fleet. Chief Santos will be providing fleet postal assistance and training, along with several new programs. We welcome them both to the RNMC family.

Survey

This bulletin will be the first in which we are not including our quarterly customer survey. The small percentage of return on the survey, even though we always look forward to your inputs, has not proven to be sufficient to enable us to accurately evaluate our service to you. We are currently attempting to find another avenue that will be more user friendly and useful.

New Mail Managers

Welcome to the following new command official mail managers. Keep abreast of events by visiting our web page and attending our quarterly meetings. If you have questions, give us a call any time.

<u>Name</u>	<u>Command</u>
RPC L. Jackson	Chaplain Resource Board
JOC Kevin Moore	Public Affairs Ctr
YNC S. Phillips	FLECOMPRON Six
CDR Francis Doris	Patrol & Reconnaissance Force
LTCOL Phillis Wilcox	SOCJFCOM
YNC Calvin Smith	Naval Air Maintenance Unit
MSCS Jerry Holley	Navy Food Management
LTJG Maria White	USS Cole DDG67
YNC Quint Walker	LANTFLT Career Info Team
LT Mary Sizemore	VRC-40
LT Roberto Mulina	VAW-78
LTJG Hadley	NAVDENCTR
YNC Vincent Caudill	HC-6
YNC Tammy Arnold	Seal Team Two
BMCS Youngblood	NAS Oceana Dam Neck Annex
Lisa Trece	FCTC Damneck
YNCS Janette Robinson	VFA-15
YNC Alwilda Granger	VF-31
LCDR Robert Harrill	VFA-87
LCDR Gregory Engel	BRDENT Northwest
Mark Robertson	Reg Supply Northwest
ETC JOHNNIE Jones	NSU Satellite Northwest
ETC Noble Heard	NCTAMSLANT Northwest
YNCS Weston	Destron-18

OFFICIAL MAIL MANAGER
OF THE QUARTER



Ms. Barbara Wilson receives the first Mid-Atlantic Region Official Mail Manager of the Quarter award from Mr. Steve Murray at the Official Mail Manager luncheon held on 24 October 2001. Ms Wilson is the official mail manager for NCTAMSLANT and has been an important player in insuring the efficient and economical use of official mail for both NCTAMSLANT and the region.

REGIONAL NAVY MAIL CENTER

BRANCH OFFICE

NAVAL AMPHIBIOUS BASE, LITTLE CREEK



Pictured (L-R): Sheila Leflore, Perry Stuckey, PC2 (SW) Damos Grogg

These are the hard working RNMC employees who provide mail service to the shore commands and ships located at NAB Little Creek. They wish all of you a Happy Holiday and a good New Year.

Holiday Hours

During the Christmas holidays, Regional Navy Mail Center will operate under the following schedule.

a. Fleet Services Branch W313

Monday, 24 December: Close at 1300
Tuesday, 25 December: XMAS - closed
Wednesday, 26 December: Close at 1300
Thursday, 27 December: Close at 1300
Friday, 28 December: Close at 1300
Monday, 31 December: Close at 1300
Tuesday January 1: New Years-closed
Wednesday January 2: Normal hours

b. All Other Branch Offices

Monday, 24 December: Close at 1330
Tuesday, 25 December: XMAS - closed
Wednesday, 26 December: Close at 1430
Thursday, 27 December: Close at 1430
Friday, 28 December: Close at 1430
Monday, 31 December: Close at 1400
Tuesday January 1: New Years-closed
Wednesday January 2: Normal hours

c. Main Office Bldg U132

Customer service will close at:

Monday, 24 December: Close at 1330
Tuesday, 25 December: XMAS - closed
Wednesday, 26 December: Close at 1400
Thursday, 27 December: Close at 1400
Friday, 28 December: Close at 1400
Monday, 31 December: Close at 1400
Tuesday January 1: New Years-closed
Wednesday January 2: Normal hours

Command Address Changes

<u>Old</u>	<u>New</u>
Seal Team Two FPO AE 09501-4633	Seal Team Two 1840 Gator Blvd Norfolk VA 23511-2746
NATEC QA DIVLANT 1683 Pochahontas St Ste 300 Norfolk VA 23511-2999	NATEC QA DIVLANT 1084 Pochahontas St Ste 210 Norfolk VA 23511-2999
Navy Transportation Supp 1667 Piersey St Norfolk VA 23511-2806	Navy Transportation Supp 1837 Morris St Ste 600 Norfolk VA 23511-3492
LANTFLT Career Info Team 425 N. Center Dr Norfolk VA 23502-4021	LANTFLT Career Info Team 531 Park Cresent Norfolk VA 23511-4014
Naval Media Center 9218 8 th Ave Norfolk VA 23511-4217	Naval Media Center 9376 3 rd Ave Ste 150 Norfolk VA 23511-2415
Defense Commissary Store 1459 Tomcat Blvd Virginia Beach VA 23460-2296	Defense Commissary Store 300 Oceana Blvd Virginia Beach VA 23454-5555
Human Resources Office 487 East C St Norfolk East C St Norfolk VA 23511-3997	Human Resources Office 1530 Gilbert St Ste 2300 Norfolk VA 23511- 2734

Command Name Changes

<u>Old</u>	<u>New</u>
Source Data Systems, User Assistance & Training Office 1474 Gilbert St Ste 140 Norfolk VA 23511-2721	Space & Naval Welfare Info Technology Ctr Det 1474 Gilbert St Ste 140 Norfolk VA 23511-2721

New Activity

Officer in Charge
Trial Services Office East Branch Oceana
799 Hornet Dr Ste 129
Virginia Beach VA 23454-2215

OFFICIAL MAIL MANAGER'S LUNCHEON

Place: LONGBRANCH STEAKHOUSE (between Independence &
4752 Virginia Beach Blvd Witchduck Rd.)
Virginia Beach VA 23462
Phone: 499-4428

Date: Wednesday January 30, 2002

MENU

Prices start at \$3.95
See attached lunch menu.

Only the first 40 people are guaranteed a seat. Get your
Reservation in early.

You can fax, mail or E-mail your reservation

Name _____ Phone # _____
Command _____ E-mail _____

I will/will not attend the luncheon.
(circle one)

RESERVATIONS MUST BE IN BY

RETURN TO: STEVE MURRAY
REGIONAL NAVY MAIL CENTER
9225 THIRD AVE
NORFOLK VA 23511-2324
FAX 444-9796
E-mail steve_j_murray@nor.fisc.navy.mil

LUNCH SPECIALS

AVAILABLE MON - FRI 11 AM - 4 PM

\$3.95



CHEESEBURGER
TUNA MELT



SOUP AND HALF SANDWICH
TURKEY SANDWICH

BLT

HAM AND CHEESE SANDWICH

\$4.25

CHICKEN SALAD SANDWICH
FRIED CHICKEN SANDWICH
GRILLED CHICKEN SANDWICH

\$4.50

BATTER DIPPED FISH SANDWICH
BEEF BBQ SANDWICH
PORK BBQ SANDWICH

\$4.95

GRILLED CHICKEN PITA
GRILLED STEAK PITA
SOUTHWEST CHICKEN PITA
SOUTHWEST STEAK PITA
GARDENBURGER
FRENCH DIP SANDWICH
BLACKENED TUNA SANDWICH
PHILLY CHEESE STEAK
OPEN FACED TURKEY SANDWICH
STEAK SALAD
BLACKENED TUNA SALAD
GRILLED CHICKEN SALAD
CRAB CAKE SANDWICH
FRIED CHICKEN SALAD